

Kalamazoo Public Library
OFFICIAL MINUTES OF THE BOARD OF TRUSTEES
PUBLIC MEETING
Date: January 26, 2015
Time: 4:00 p.m.
Location: Central Library Board Room

TRUSTEE ROLL CALL:

Present: Robert Brown, Bruce Caple, Lisa Godfrey, Kerria Randolph, Cheryl TenBrink, James VanderRoest, and Valerie Wright

Absent: None

CALL TO ORDER:

President TenBrink called the meeting to order at 4:00 p.m.

OATH OF OFFICE:

David DeVries, KPL Librarian and Notary Public, administered the oath of office to recently re-elected trustees James E. VanderRoest and Valerie Wright and newly elected trustee Kerria Randolph. All three trustees' terms will expire December 2018.

DISPOSITION:

Trustees thanked D. DeVries for administering the oath of office.

ELECTION OF OFFICERS:

President TenBrink invited L. Godfrey, chair of the nominating committee for board officers for 2015-2016, to present the following slate of officers, first presented at the December 2014 meeting.

Recommendation: Bruce Caple, President
 Valerie Wright, Vice President
 James E. VanderRoest, Treasurer
 Robert Brown, Secretary

Hearing no further suggestions, President TenBrink closed the nominations.

MOTION: L. GODFREY MOVED AND V. WRIGHT SUPPORTED THE MOTION TO APPROVE THE SLATE OF OFFICERS RECOMMENDED BY THE NOMINATION COMMITTEE FOR 2015-2016.

MOTION CARRIED 7-0.

AGENDA APPROVAL:

The agenda was amended to add item B-I, a recommendation to approve a budget revision for the looped technology grant.

I. RECOGNITIONS, RESOLUTIONS, COMMUNICATIONS

RECOGNITIONS:

Director Rohrbaugh presented two books to outgoing President TenBrink which were added to the collection in honor of her term as Board President.

II. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the Board.

III. CONSENT CALENDAR

A. *Minutes of the Meeting of December 15, 2014*

B. *Personnel Items*

IV. FINANCIAL REPORTS

A. *Financial Reports for the Month Ending December 31, 2014.*

Recommendation: Director Rohrbaugh recommended the Board accept the Financial Reports for the month ending December 31, 2014.

MOTION: L. GODFREY MOVED AND R. BROWN SUPPORTED THE MOTION TO ACCEPT THE FINANCIAL REPORTS FOR THE MONTH ENDING DECEMBER 31, 2014.

MOTION CARRIED 7-0.

V. REPORTS AND RECOMMENDATIONS

RECOMMENDATIONS:

A. *Replacement Phone System*

Recommendation: Director Rohrbaugh recommended board approval of the purchase of a new voice communications system from BSB Communications for a total of \$85,957.87 the base bid, with an additional 5% contingency of \$4,298 and alternate equipment and applications of \$2,578 for a total of \$92,833.87.

Executive Summary: Attached is the recommendation from our consulting firm, Convergent Technology Partners, outlining the bids received and the review and recommendation process. KPL staff spoke directly with references provided concerning their experiences with both BSB Communications and Mitel equipment. All were very positive, have had very good experiences.

This recommendation has been reviewed and is supported by the Finance and Budget Committee.

Discussion: R. Brown raised the question of where BSB Communications is located. Director Rohrbaugh stated BSB is based in Metro Detroit, but operates a number of satellite offices with many company representatives working from their homes. Estimated response time for requested service is approximately two hours.

V. Wright asked about additional items which arose during the bidding process. K. King indicated that during the bidding process, there were a number of services and products that were left out of the bid, the need of which became apparent as talks continued.

MOTION: J. VANDERROEST MOVED AND L. GODFREY SUPPORTED THE MOTION TO APPROVE THE PURCHASE OF A NEW VOICE COMMUNICATIONS SYSTEM FROM BSB COMMUNICATIONS FOR A TOTAL OF \$85,957.87 THE BASE BID, WITH AN ADDITIONAL 5% CONTINGENCY OF \$4,298 AND ALTERNATE EQUIPMENT APPLICATIONS OF \$2,578 FOR A TOTAL OF \$92,833.867.

MOTION CARRIED 7-0.

B-1. Installation of Looped Technology in the Van Deusen Auditorium and Board Room

Recommendation: Director Rohrbaugh recommended board approval to proceed with the installation of looped technology in the Van Deusen Auditorium and board room at Central Library as funded by a \$10,400 grant from the Jim Gilmore, Jr. Foundation.

Executive Summary: Our grant application for this project has been approved by the Jim Gilmore Jr. Foundation. We would like to proceed as soon as possible with the detailed planning and set the timing for installation. With board approval to proceed now, we would then add this as a revenue and expenditure item with the revised budget to be brought to the board at the February meeting.

Detailed planning could possibly change the final cost from the \$10,400 in the less-detailed proposal from the vendor but any cost above that could be handled in the operating budget and should be known by the February meeting.

Discussion: Director Rohrbaugh thanked Richard Atwell for his work in bringing looped technology to the attention of the library and providing guidance as KPL began to investigate the possibility of installing the service.

V. Wright inquired as to whether or not KPL had already received the grant funds from the Jim Gilmore Jr. Foundation. Director Rohrbaugh stated it had not arrived yet, but since she had heard definitively that KPL had been awarded the grant, she thought it best to seek approval of the budget revision as soon as possible.

MOTION: J. VANDERROEST MOVED AND C. TENBRINK SUPPORTED THE MOTION TO PROCEED WITH THE INSTALLATION OF LOOPED TECHNOLOGY IN THE VAN DEUSEN AUDITORIUM AND BOARD ROOM AT CENTRAL LIBRARY AS FUNDED BY A \$10,400 GRANT FROM THE JIM GILMORE JR. FOUNDATION.

MOTION CARRIED 7-0.

B. CIP Budget

Recommendation: Director Rohrbaugh recommended the Board approve the Capital Improvement Plan for the Three Years Ending June 30, 2017.

Executive Summary: The Capital Improvement Plan revision presented to the board for approval revises the three year coverage period to include fiscal year 2016-2017. Variances to the prior three year budget approved by the board reflect the differences between the year dropping off, fiscal year 2013-2014, and the addition of fiscal year 2016-2017 estimates. In addition, several amounts previously reserved for specific projects have been recommended for budget allocation approval within the current fiscal year, including the telephone system and the purchase of a replacement for the delivery van.

Other projects included for budget allocation for fiscal year 2014-2015 include \$15,000 for replacement and relocation of the Oshtemo branch public service desk; the addition of funds to total \$22,000 for repair of the Eastwood branch roof; \$105,000 for the refurbishment of the Central library freight elevator, and the addition of funds to total \$30,000 to upgrade audio and visual equipment for public meeting spaces at Central library.

Overall, the Capital Improvement Plan projects an ending fund balance of \$1,815,477 at the end of the new three-year period with \$1,163,122 remaining available to be assigned for future year projects.

Discussion: C. TenBrink inquired about the proposed upgrade to audiovisual equipment for meeting places at Central Library. Director Rohrbaugh stated this item refers to upgrades to the storyplace room located in Children's, which currently has no audiovisual technology. Additionally, it will provide for upgrades for the technology in both the Board Room and the Van Deusen Room.

President Caple requested additional details regarding the status of the freight elevator at Central Library and the proposed upgrades. S. Lindemann explained the primary issue with the freight elevator is that it has never been seriously renovated and dates from the construction of Central Library in 1959. She noted that the freight elevator will be out of service for approximately 4-6 weeks when upgrades begin.

MOTION: L. GODFREY MOVED AND J. VANDERROEST SUPPORTED THE MOTION TO APPROVE THE CAPITAL IMPROVEMENT PLAN FOR THE THREE YEARS ENDING JUNE 30, 2017.

MOTION CARRIED 7-0.

C. Smoke Free / Tobacco Free Policy

Recommendation: Director Rohrbaugh recommended board approval of the attached Smoke-Free / Tobacco-Free Work Environment policy.

Executive Summary: At the December meeting the proposed policy was tabled. This proposal incorporates the suggestions made at the meeting.

Our current policy “Smoking in Library Facilities” approved in 1990, is attached for information.

Discussion: L. Godfrey raised the question of whether or not the title ‘Smoke Free / Tobacco Free’ is inclusive enough to describe the use of e-cigarettes and vaporizers. It was determined that between the title of the policy and the accompanying language, the policy, as written, would be sufficient for library purposes.

MOTION: L. GODFREY MOVED AND V. WRIGHT SUPPORTED THE MOTION TO APPROVE THE ATTACHED SMOKE-FREE / TOBACCO-FREE WORK ENVIRONMENT POLICY.

MOTION CARRIED 7-0

REPORTS:

D. Quarterly Strategic Planning Statistics

Report: Director Rohrbaugh introduced the quarterly strategic planning statistics, revised to reflect the figures gathered during the second quarter of the 2015-2016 fiscal year. She stated that most were on target, and reminded trustees that some figures represent goals which have steady, continuous growth throughout the year, while others spike during a particular quarter.

Discussion: L. Godfrey raised a question regarding goal 1.4: Utilization of digital tools by children age birth through five. S. Warner stated goal 1.4 describes the use of iPads by children and caregivers in the Children’s Room. K. King stated that loaning of iPads to patrons is currently slated to begin in Adult Services and will be moving to Youth Services shortly thereafter.

V. Wright asked about the target number for goal 4.3. It has been previously indicated that annual growth of 5% use of the Teen Room may be an unrealistic goal and it was determined that it continues to be so. President Caple added that it seemed in previous years, there was a falloff in teen and school-age use of library facilities during the second quarter as school resumes.

Disposition: Trustees thanked staff for their work in preparing the statistics.

E. “Walking” Tour: Part One – Beth Timmerman

Report: Director Rohrbaugh introduced Beth Timmerman, KPL Local History Specialist. She stated one of the most popular breakout sessions at this year’s Staff Day was Beth’s presentation of a digital walking tour through downtown Kalamazoo, which had a special focus on buildings that had a special relationship to Kalamazoo Public Library.

B. Timmerman indicated that she had split the tour into two sections and would be giving a presentation of the first section, which focused on the buildings and places in downtown Kalamazoo with the most direct connection to the library.

She began by giving a brief history of Kalamazoo Public Library, focusing on the original library building. She continued by detailing the history of the Prange Building, located across Rose St. from the Central Library, and the Austin Sill house, located behind the Prange Building.

Next up on the tour was the Kalamazoo Institute Arts, originally located in the YWCA Building. For some time, they were based out of a pair of buildings owned by KPL before moving to their own building, located on South Street. She continued by discussing the history of the Kalamazoo Corset Company, The Kalamazoo Valley Museum, the Uptown Theatre, Corporation Hall, and finally the 1892 Post Office, which occupied the corner where JC Penney's and ultimately, the MLive building were built.

Discussion: Regarding the JC Penney building, there was discussion between B. Timmerman, C. TenBrink, and L. Godfrey regarding the storage of library materials in the basement while Central was being renovated in the late 1990s.

L. Godfrey asked a question regarding the lack of funds for the original library during the 1920s and the building of the Washington Square Branch which occurred in 1927 and whether they were related. B. Timmerman indicated the answer to that question would almost certainly be in the annual reports for those years.

Disposition: Trustees enthusiastically thanked B. Timmerman for her report.

F. Legislative Update – Diane Schiller

Report: D. Schiller explained that at the end of the 2014 session, all tabled legislation had 'died'. Currently, legislators are setting agendas for committees and it is unclear at this point what the first issues undertaken will be.

Discussion: No discussion.

Disposition: Trustees thanked D. Schiller for her report.

VI. COMMITTEE REPORTS

A. *Finance and Budget Committee* – J. VanderRoest stated the committee had met to discuss the new telephone system contract and estimated the committee would meet in February to discuss the close estimate.

B. *Personnel Committee* – No meeting.

C. *Fund Development and Allocations Committee* – L. Godfrey stated the committee met last week for a status report on the library endowment account. She stated that overall, the fund did not perform particularly well this year, but there's no reason to assume that trend will continue.

- D. *Director's Building Advisory Committee* – Director Rohrbaugh stated the committee met at Oshtemo to discuss the move of a public service desk and the repurposing of the architectural element known as 'excalibur'.

VII. OTHER BUSINESS

A. *Conflict of Interest Policy – Lisa Godfrey*

Discussion: L. Godfrey indicated that while there is an existing conflict of interest clause (Article VII) in the Board of Trustees by-laws, it would not be an uncommon practice for a body such as the board to adopt a stand-alone conflict of interest policy. Primarily, this would prevent a given trustee, their families and friends from benefitting financially from a particular course of action decided upon by the board through a deliberation in which that trustee had participated.

She recommended the adoption of such a policy which would be based on the existing language in the Board of Trustees by-laws as well as that found in Kalamazoo Public Library staff handbooks.

Director Rohrbaugh stated she has been in contact with other class VI libraries and is under the impression that those library boards annually submit a conflict of interest disclosure.

It was decided that the Conflict of Interest Policy would be slightly revised to include the language from Board of Trustees by-laws, the staff handbook, and the inclusion of a space in which to indicate potential conflicting organizations. The policy will be brought to the February meeting as a recommendation.

B. *Director's Report*

Report: Director Rohrbaugh began by mentioning Carol Manstrom, executive secretary of the Friends of Kalamazoo Public Library appears on the cover of this month's Southwest Michigan Spark, and is accompanied by a very positive article regarding the Friends of KPL.

She reported that the Reading Together brochures have been approved, have gone to the printers, and will be available very soon.

Regarding a recent event at the Oshtemo Branch in which patrons were invited to see reindeer from a local farm, Director Rohrbaugh reported that 919 people attended, and we believe this to be a programming record.

She continued by stating 2014 National Book Award winner, Jacqueline Woodson, will be our 2015 Youth Literature Seminar speaker and will be in town on November 5th and 6th.

Tax season is once again upon us, and Director Rohrbaugh reported Christine Hann is leading the efforts at KPL to be a site for tax form pick-ups and assistance. She indicated recent trends regarding the IRS giving less and less support to libraries in this capacity seem to be continuing, which is frustrating, but KPL will do their best.

Lastly, she mentioned Susan Lindemann has been busy leading an effort to convert 150 halogen lamps at Central to more energy-efficient LED lamps. In addition to costing less to operate, a rebate from Consumer's Energy will cover approximately half the initial cost.

Discussion: No discussion.

Disposition: Trustees thanked Director Rohrbaugh for her report.

VIII. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the Board.

IX. COMMENTS BY TRUSTEES

- L. Godfrey said another board upon which she serves was recently discussing the potential need for looped technology. She will be glad to share what we have learned. She also said at a recent Rotary Club meeting there was a presentation by Public Media Network which made mention of partnership with KPL through the ONEplace, the Hub, and Teen Filmmaker Festival.
- V. Wright thanked Cheryl for her hard work as Board President, and in particular, her commitment to representing the board at library and community events. She also stated that she has greatly enjoyed re-reading this year's Reading Together title with her book group.
- C. TenBrink thanked everyone for their support during her time as Board President, and thanked Ann for all of her work. She stated that she will be on vacation for a month in Florida and will not be attending the February meeting.
- K. Randolph stated he was happy to be on the board and looks forward to working with everyone.
- R. Brown had no comments.
- J. VanderRoest had no comments.
- President Caple welcomed K. Randolph to the board and thanked Cheryl for her work as Board President and expressed his ongoing fascination with The Living Great Lakes, this year's Reading Together title which has given him additional insight in the nature of the Great Lakes system. He also thanked Ann, the board, and the staff of KPL for their support as he begins his term as Board President.

X. EXECUTIVE SESSION

MOTION: L. GODFREY MOVED AND J. VANDERROEST SUPPORTED THE MOTION TO MOVE TO CLOSED SESSION TO DISCUSS THE DIRECTOR'S MIDYEAR REVIEW.

Roll Call Vote: L. Godfrey – yes; V. Wright – yes; C. Tenbrink – yes; K. Randolph – yes; R. Brown – yes; J. VanderRoest – yes; B. Caple - yes

MOTION CARRIED 7-0.

Trustees moved to an executive session at 5:25 P.M.

MOTION: J. VANDERROEST MOVED AND R. BROWN SUPPORTED THE MOTION TO RETURN TO OPEN SESSION.

Roll Call Vote: L. Godfrey – yes; V. Wright – yes; C. Tenbrink – yes; K. Randolph – yes; R. Brown – yes; J. VanderRoest – yes; B. Caple - yes

MOTION CARRIED 7-0.

Trustees moved to open session at 5:40 P.M.

XI. ADJOURNMENT

Hearing no objection, President Caple adjourned the meeting at 6:00 P.M.

X_____
Robert Brown
Secretary